



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Policy Analyst, COVID-19 and Emergency Preparedness and Response
Division of Health & Wellness

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. Within OSSE, the Division of Health and Wellness plays a unique role. We believe that healthy bodies and minds are the foundation of academic success. The division leverages programming, partnerships, policy, and data to remove health barriers to learning so that people of all ages and backgrounds are prepared to succeed in school and in life.

We partner with 470+ early childhood facilities, 250+ schools and 90,000+ K-12 students, 60+ local education agencies (including DCPS and charter organizations), and countless community-based organizations to provide critical programming, including the administration of over 21 million meals per year to DC students. Annually, we administer approximately \$70 million in grants and meal reimbursements across the District.

The Policy Analyst serves as key support on matters related to the education sector's COVID-19 response, including health and safety guidance, testing, positive case response, vaccination, and related COVID-19 and other emergency preparedness and response initiatives in the school and childcare setting.

The specific functions of the Policy Analyst role include:

- Supports COVID-19 public health response and other emergency preparedness protocols and policies in District schools and childcare, including COVID-19 health and safety guidance, testing, positive case response and vaccination.
- Supports work with DC Health and OSSE staff on updates to COVID-19 health and safety guidance in response to guidance from the CDC and/or changes in local epidemiologic status, and to develop and implement high quality technical assistance to schools and childcare providers in the implementation of the guidance.
- Drafts and helps execute key communication to school and childcare communities related to COVID-19 public health response and other emergency preparedness protocols and policies.
- Develops and helps execute trainings and technical assistance for schools and childcare communities related to COVID-19 public health response and other emergency preparedness protocols and policies.
- Manages email inbox and responses to requests for technical assistance.
- Aids in the execution of the COVID-19 testing program and supports for responses to positive cases of COVID-19 in the school setting and clinical services to symptomatic students, including trainings, technical assistance, and

communications, to ensure a responsive, high-quality model for participating schools.

- Assists team members in preparing for public appearances regarding COVID-19 guidance, testing, positive case response, vaccination, and related COVID-19 and other emergency preparedness policies and protocols for school and childcare stakeholders.

Key qualifications for the role include:

- Demonstrated knowledge of COVID-19 public health response, including individual- and community-level interventions to support health and safety of children, adolescents, and adults.
- Demonstrated experience with complex programmatic operations, including managing budgets, project plans, and deliverables.
- Demonstrated experience performing high-quality analysis, including evaluating data to inform and implement system improvements.
- Mastery of superior skills in the application of analytical and evaluation methods to recommend improvements in complex programmatic, managerial, and administrative processes.
- Exceptional interpersonal, verbal, and written communication skills

The Policy Analyst, COVID-19 Public Health Response will report to the Director, Policy, Planning and Strategic Initiatives.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.